

INFORMATION TECHNOLOGY INTERN

Function:

Help out in the Information Technology department, with both the hardware and software sides. Included in the position will be “helpdesk” functions with the various fairgrounds and fair staffing.

Tasks:

Answer calls (phone and/or email) requesting technology help and troubleshooting/resolving end user problems

Track requests and updates in database

Preparation and delivery of computers to Fair personnel

Download and apply software updates

Research and write up technology related items

Assist with network cabling

Assist in other duties as assigned by Director of Administration

Job Requirements:

Basic PC knowledge

Knowledge of Microsoft Office programs (Word, Excel, Outlook)

Basic PC troubleshooting skills

Basic network concepts

Good written and oral communication

Ability to multi-task

Ability to lift and carry 45 lbs